



**MEMORANDUM CIRCULAR NO. 2012- 04**

**TO : ALL REGIONAL DIRECTORS**

**SUBJECT : REITERATION OF GUIDELINES IN THE ACCREDITATION OF TRAVEL/RECRUITMENT AGENCIES (TA/RA).**

This is to reiterate the guidelines in the accreditation of Travel/Recruitment Agencies (TAs/RAs) as indicated in a Memorandum Circular dated August 15, 2008.

All NSO Regional Directors, except for NCR, are authorized to accredit TAs/RAs within their respective regions subject to the following guidelines:

**I. JURISDICTION AND PLACE OF APPLICATION**

The NSO Regional Director's jurisdiction shall cover TAs/RAs whose addresses are within the same region covered by the NSO regional office. The place of application shall be the place where the accreditation shall be issued.

The designated servicing outlet should be within the same region which issued the accreditation and nearest to the TA/RA. Once selected, the servicing outlet cannot be changed within the accreditation period of one (1) year. Changes in the servicing outlet should be made upon renewal of the accreditation upon approval by the Regional Director.

**II. ACCREDITATION REQUIREMENTS**

A written letter request for accreditation by the TA/RA shall be submitted to the NSO Regional Director concerned and shall be processed only if the following requirements are complied with:



- a. Letter request for accreditation;
- b. TA/RA Information Sheet (ANNEX 'A');
- c. Certified True Copy (CTC) of DTI Registration;
- d. CTC of Mayor's permit;
- e. CTC of Agency profile;
- f. CTC of SEC Registration;
- g. Original TIN number of the liaison officer;
- h. Original Certificate of Accreditation from the Department of Foreign Affairs (DFA);
- i. Original Certificate of membership from a recognized association of travel or recruitment agencies;
- j. Original Certificate of Authorization of the authorized liaison officer/s. The TA/RA is entitled to authorize not more than two liaison officers.
- k. Original Information sheet (Annex 'B') of the liaison officer/s together with the following:
  - 2 pieces 2x2 colored ID picture with white background
  - CTC of liaison officer/s appointment in the TA/RA
  - True machine copy of liaison officer's TA/RA Identification Card (office ID)

**II. PAYMENT FOR ACCREDITATION AND ID FEE FOR THE LIAISON OFFICER/S**

1. The TA/RA shall pay an accreditation fee of five hundred pesos (P500.00) plus two hundred fifty pesos (P250.00) for each Identification Card issued to the liaison officer/s.
2. Renewal of the Accreditation shall also have a fee of five hundred pesos (P500.00).
3. The corresponding official receipt should be issued to the TA/RA. All fees earned in connection with the accreditation shall be remitted to the CRD Trust Fund.
4. All TAs/RAs that have complied with all the required documents and whose application for accreditation have been approved by the concerned Regional Director shall be issued the Certificate of Accreditation and the corresponding Identification Cards (IDs) for their Liaison Officer/s.

5. Accreditation of TA/RA shall be valid for one (1) year and can be renewed; application for renewal shall be submitted two (2) weeks before the expiration of the accreditation.

### III. PROCESS OF ACCREDITATION AND APPOINTMENT OF THE LIAISON OFFICER/S

1. All application of accreditation shall be submitted to the Regional Director (RD) at the NSO Regional Office for review of the authenticity and completeness of the requirements.
2. Once the requirements are complied with, the RD shall approve the same and shall sign the Certificate of Accreditation and the Liaison Officer/s Identification Card (ID).
3. An Accreditation Control Number shall be assigned to monitor the number of application and renewal of the accreditation.
4. The RD shall inform the TAs/RAs that the office should be notified regarding changes in the assigned Liaison Officer (LO). The TAs/RAs shall surrender the Liaison Officer/s Identification Card (ID). Any changes in the LO should be properly coursed through the RD.
5. The same requirements as provided in the guidelines should be submitted for the replacement of the LO.
6. The RD should ensure that the Outlet Supervisor of the Servicing Outlet should undertake measures to avoid anomalous transactions. Observations of suspicious transactions should be reported to the RD immediately.
7. Transactions of the accredited TA/RA shall be processed in the designated servicing outlet through BREQS or through regular filing procedures.

For the use of BREQS, a Memorandum of Agreement (MOA) (Annex "C") on the use of BREQS shall be forged between the TA/RA and the NSO Regional Office and shall be considered binding unless terminated or revoked.

Also, a focal person in the servicing outlet who will take charge of receiving applications and payments as well as release of documents shall be assigned in the servicing outlet. Application and/or release schedules of TA/RA should be discussed and in

accordance with the agreements by both the TA/RA and the servicing outlet.

#### IV. VOLUME OF TRANSACTION

In case the TA/RA shall transact through regular filing procedures in the servicing outlets, the LO can only queue in a designated window that will be assigned by the Outlet Supervisor.

#### V. CANCELLATION OF TA/RA ACCREDITATION AND LIAISON ID

1. The NSO Regional Director shall cancel the accreditation of the TAs/RAs found to have violated NSO rules and procedures. Further, the accreditation shall also be cancelled on the following grounds:

##### GROUND FOR CANCELLATION OF ACCREDITATION

- transacting with "fixers"
  - issuance of fake documents
  - asking exorbitant fee for each application
2. Correspondingly, the Identification Card of the LO of the TA/RA whose accreditation has been cancelled shall be confiscated. A notice of cancellation and suspension should be circulated to the servicing outlet and all other NSO field offices for their information and caution. A report on the cancellation should be submitted immediately to the Central Office.
  3. Termination of the BREQS MOA, if applicable, also follows once the accreditation should be circulated to the servicing outlet and all concerned TAs/RAs are cancelled.
  4. A TA/RA whose accreditation has been cancelled in one region shall no longer be accredited in any other region.
  5. Application for renewal shall be submitted two (2) weeks before the expiration of the accreditation.

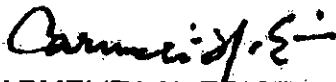
#### VI. MONITORING REPORT

1. For monitoring and control purposes, the NSO Regional Office shall maintain a record of all accredited TAs/RAs. A monitoring report

should be submitted to the Office of the Civil Registrar General (OCRG) every quarter through the CRD (Office of the Director).

2. The CRD (Office of the Director) shall monitor all matters pertaining to accreditation and shall maintain a complete list of accredited TAs/RAs.

For your guidance and implementation.



CARMELITA N. ERICTA  
Administrator and Civil Registrar General

July 20, 2012

CNE/LJH/JFB

**National Statistics Office**  
**TRAVEL/RECRUITMENT AGENCY INFORMATION SHEET**  
(Please type and submit in triplicate)

NAME OF AGENCY : \_\_\_\_\_  
OFFICE ADDRESS : \_\_\_\_\_  
E-MAIL ADDRESS : \_\_\_\_\_  
TELEPHONE NO. : \_\_\_\_\_  
LICENSE NO. : \_\_\_\_\_  
LICENSE EXPIRY DATE : \_\_\_\_\_  
TIN NO. : \_\_\_\_\_

**TRAVEL/RECRUITMENT AGENCY'S OFFICIAL SIGNATORIES**  
(Agency Officials Authorized to Sign Request for Filing of Accreditation Applications)

	NAME	DESIGNATION	SIGNATURE	INITIALS
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

**TRAVEL/RECRUITMENT AGENCY'S LIAISON OFFICERS**  
(Agency Personnel Authorized to file the Accreditation Application)

	NAME	DESIGNATION	SIGNATURE	INITIALS
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

**SAMPLE OF IMPRINT VALIDATOR/RUBBER STAMP OF AGENCY**  
(Imprint Validator - Rubber Stamp)

National Statistics Office  
ACCREDITATION UNIT

OFFICIAL SIGNATORY INFORMATION SHEET  
(Please type entries)

NAME:

\_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

ADDRESS:

\_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_ SEX: \_\_\_\_\_

CIVIL STATUS: \_\_\_\_\_

SSS NO: \_\_\_\_\_ TIN NO: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

NAME OF AGENCY: \_\_\_\_\_

ADDRESS OF AGENCY: \_\_\_\_\_

TELEPHONE NO./S: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

MOBILE NO.: \_\_\_\_\_

\_\_\_\_\_  
Specimen Signature

\_\_\_\_\_  
Specimen Signature

Attach one (1) Passport  
Size picture

**National Statistics Office  
LIAISON OFFICER DATA SHEET  
(Please type and submit in triplicate)**

**NAME:**

\_\_\_\_\_

(Last Name)                      (First Name)                      (Middle Name)

**ADDRESS:**

**PLACE OF BIRTH:** \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_\_

**NATIONALITY:** \_\_\_\_\_ **SEX:** \_\_\_\_\_

**CIVIL STATUS:** \_\_\_\_\_

**SSS NO:** \_\_\_\_\_ **TIN NO:** \_\_\_\_\_

**NAME OF AGENCY:** \_\_\_\_\_

**TELEPHONE NO./S:** \_\_\_\_\_ **FAX NO.** \_\_\_\_\_

**L.O. MOBILE NO.** \_\_\_\_\_

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**

**NOTED BY:**

\_\_\_\_\_

**(President/General Manager)**

**Attach one (1) Passport  
size picture  
Of Liaison Officer**



## AFFIDAVIT OF UNDERTAKING

I, \_\_\_\_\_, Filipino, of legal age, after having been duly sworn in accordance with law, hereby depose and state that:

1. I am the President/General Manager of \_\_\_\_\_ (hereinafter referred to as **AGENCY**), a domestic corporation duly organized and existing under and by virtue of the laws of the Philippines, with office address at \_\_\_\_\_ and duly authorized to execute this Affidavit of Undertaking for accreditation with the National Statistics Office (**NSO**).
2. The **AGENCY** or any of its officers, agents, or employees are not engaged, have not engaged, will not engage or have not been formally accused of engaging in criminal or illegal act, including, but not limited to the falsification of passports and other public documents.
3. The **AGENCY** hereby posts with the National Statistics Office henceforth referred to as **NSO** a security bond from the \_\_\_\_\_ in the amount of \_\_\_\_\_ (P \_\_\_\_\_) effective upon and for the entire term of its accreditation, which shall be used to compensate the **NSO** or other parties for any and all violations of Republic Act 8239, its Implementing Rules and Regulations, this Undertaking, or other related Department orders, which may be perpetrated by the **AGENCY**, or by its officers, agents or employees. The security bond herein posted shall be immediately callable upon a finding by the **NSO** made after an investigation that the **AGENCY** or any of its officers, agents or employees are liable for violation of the aforementioned law, or its Implementing Rules and Regulations, this Undertaking or other related Department orders. Said bond, in addition to the liquidated damages, shall answer for the loss, liability, injury and/or damage that may be suffered by the **NSO** or any of its personnel in connection with the **AGENCY**'s transactions with the **NSO** and will be released only after liquidated damages or other claims had been settled.
4. The **AGENCY** shall, upon accreditation, submit to the **NSO** a list of its liaison officers. It also undertakes to immediately inform the **DFA** in writing of the termination of employment of, or severance of its business relationship with any of its liaison officers, and to surrender the IDs issued by the **NSO** to the same. The **AGENCY** shall remain liable for the acts of any of its liaison officers prior to the receipt by the **NSO** of a formal written notice effecting a

revocation of the former's authority to transact business with the NSO for and on behalf of the AGENCY.

5. The AGENCY shall ensure that the documents forwarded by it to the NSO are true, correct, genuine and authentic. The submission by the AGENCY to the NSO of any fraudulent or spurious document shall constitute a valid ground for the revocation of its accreditation and the immediate forfeiture of its security bond, without prejudice to the filing by the NSO of the appropriate administrative, civil or criminal actions which the NSO may decide to file against the AGENCY.
6. The AGENCY acknowledges the authority of the NSO to suspend, and/or revoke its accreditation and authority to transact business with it in connection with a finding that the AGENCY has violated the aforementioned law, its Implementing Rules and Regulations, this Undertaking or other related Department orders, or has otherwise breached the trust and confidence reposed upon by it by the NSO.
7. The AGENCY shall hold the NSO free and harmless from suit and hereby binds and obligates itself to indemnify the NSO for any and all liabilities, losses, damages, injuries, including death, claims, demands, suits, proceedings, judgments, awards, fines, penalties and all expenses, legal or otherwise, of whatever kind and nature arising from and by reason of this Undertaking, due to the fault of, negligence, act, omission, delays, conduct, breach of trust of, or non-observance, or violation of this Undertaking or any of the stipulation and warranties by the AGENCY and/or any of its officers, agents or employees.
8. It is hereby understood that there is no employer-employee relationship between the NSO and the officers, agents or employees of the AGENCY.
9. The AGENCY undertakes that it has understood the contents of this Undertaking and the legal consequences thereof and hereby willingly, voluntarily and intelligently binds itself thereto.

In witness hereof, I have hereunto set my hands this \_\_\_\_\_ day of \_\_\_\_\_, 2008 in \_\_\_\_\_.

\_\_\_\_\_  
AFFIANT

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of

\_\_\_\_\_ 2008 affiant exhibiting to me his/her Community  
Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_

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Page No: \_\_\_\_\_  
Book No: \_\_\_\_\_  
Series of 2008: \_\_\_\_\_